

HOW TO FILE AN AFFIDAVIT IN CONJUNCTION WITH BUILDING PERMIT ISSUANCE

1. Building permit official will give you 3 copies of the affidavit form (1 Original and 2 Copies)
2. Take the affidavits with you to the Real Property Assessment Division at **842 Bethel St.**
3. Go to the Support Services (Phone # **768-3799**). Personnel there will help you to determine if the property is considered "**LAND COURT**" or "**REGULAR**":

A) If property is considered **LAND COURT**:

- 1 Fill in the following:

DOCUMENT NO. _____

DEED DATE _____

TRANSFER CERTIFICATE OF TITLE NO. _____

- 2 Have the Owners sign **ALL** copies of the affidavit, and have them notarized.
- 3 Return to the Permit Branch with plans, permit application, and **ALL** copies of the affidavit.

B) If property is considered **REGULAR**:

- 1 Fill in the following:

DEED DATE _____, **LIBER NO.** _____, and **PAGE NO.** _____

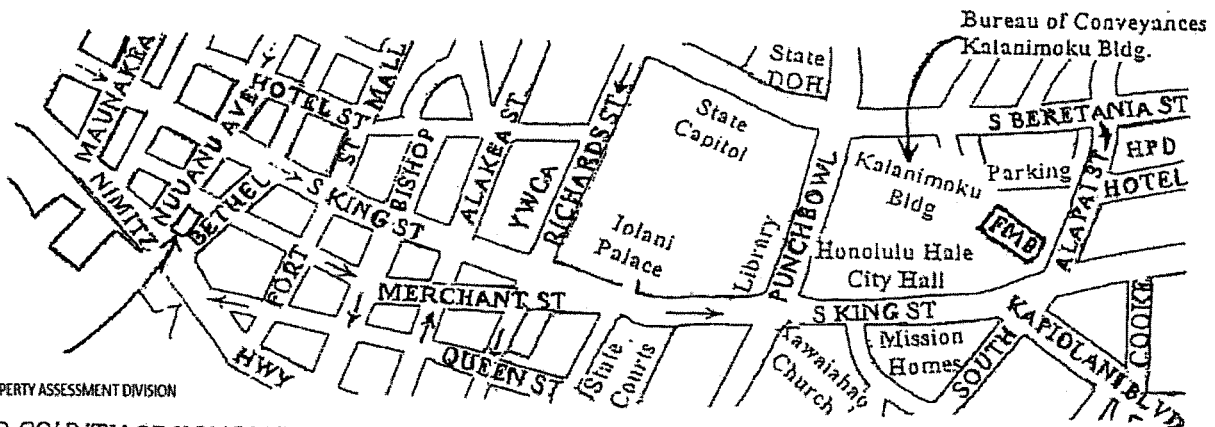
or

BUREAU OF CONVEYANCES DOCUMENT NO. _____

or

BUREAU OF CONVEYANCES INSTRUMENT NO. _____

- 2 Have the Owners sign **ALL** copies of the affidavit, and have them notarized.
- 3 **Go to the State Bureau of Conveyances at the State Office Building at 1151 Punchbowl St.** (corner of Beretania and Punchbowl) to have the affidavit recorded. The bureau will keep the original.
- 4 Return to the Building Permit Branch with plans, permit application and 2 copies of the affidavit.



REAL PROPERTY ASSESSMENT DIVISION

CITY AND COUNTY OF HONOLULU - DEPARTMENT OF PLANNING AND PERMITTING
768-8220